

How to insert a picture into a PowerPoint presentation slide

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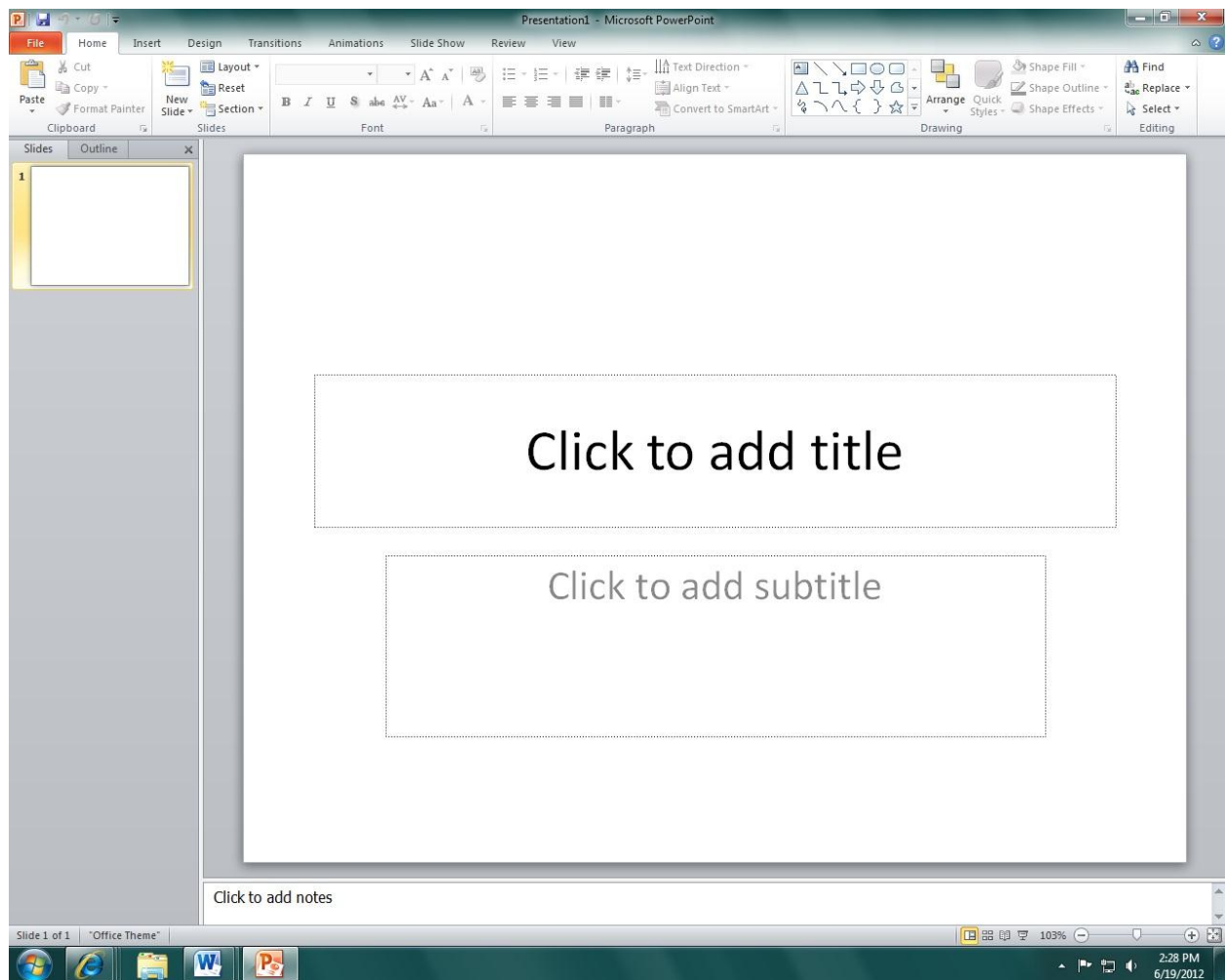
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Introduction

This short tutorial will demonstrate how to insert a picture or graphic into a Power Point Presentation slide. Follow the easy step by step instructions and you'll be on your way to having a creative and catchy presentation!

Step one:

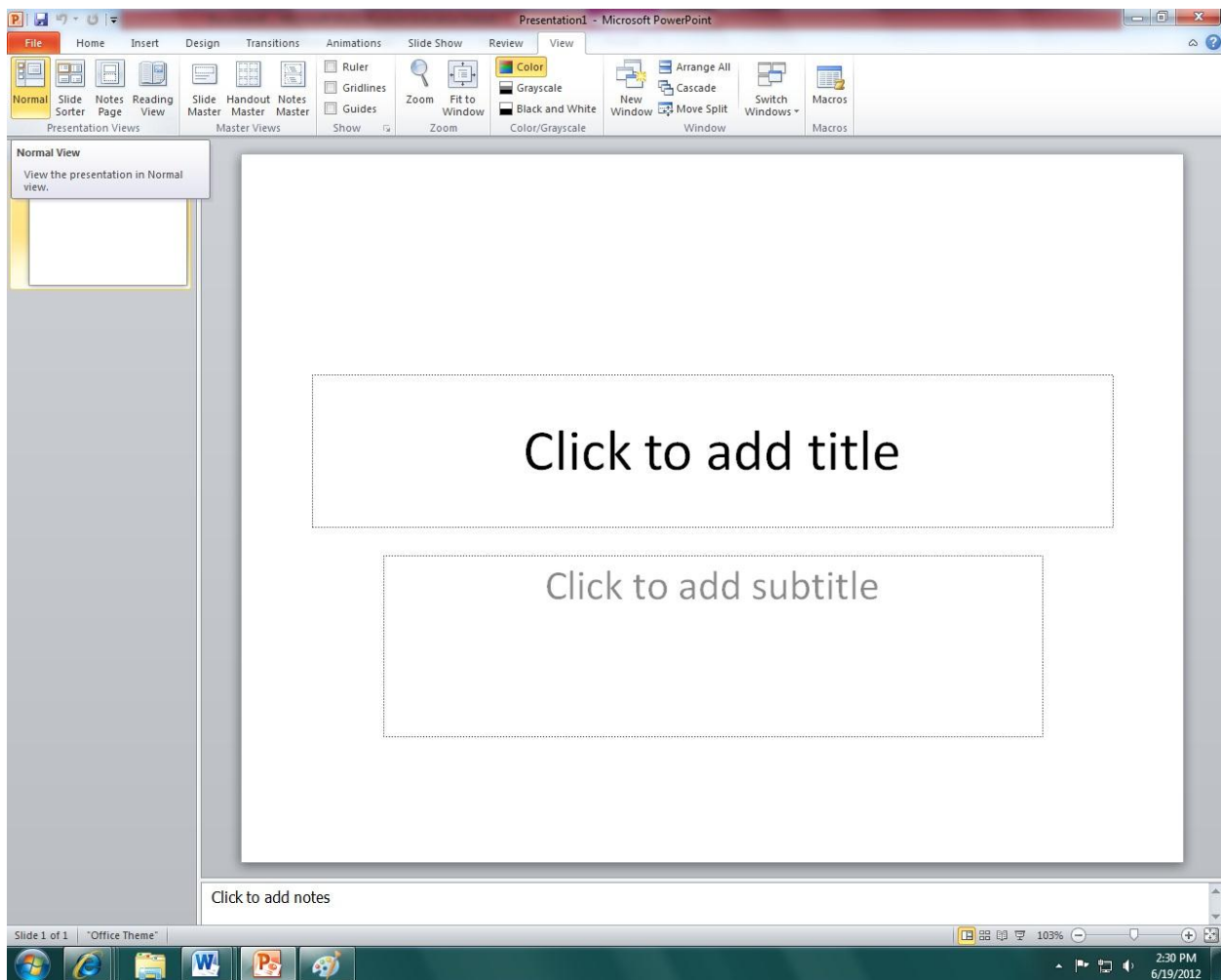
Open Power Point.



Step two:

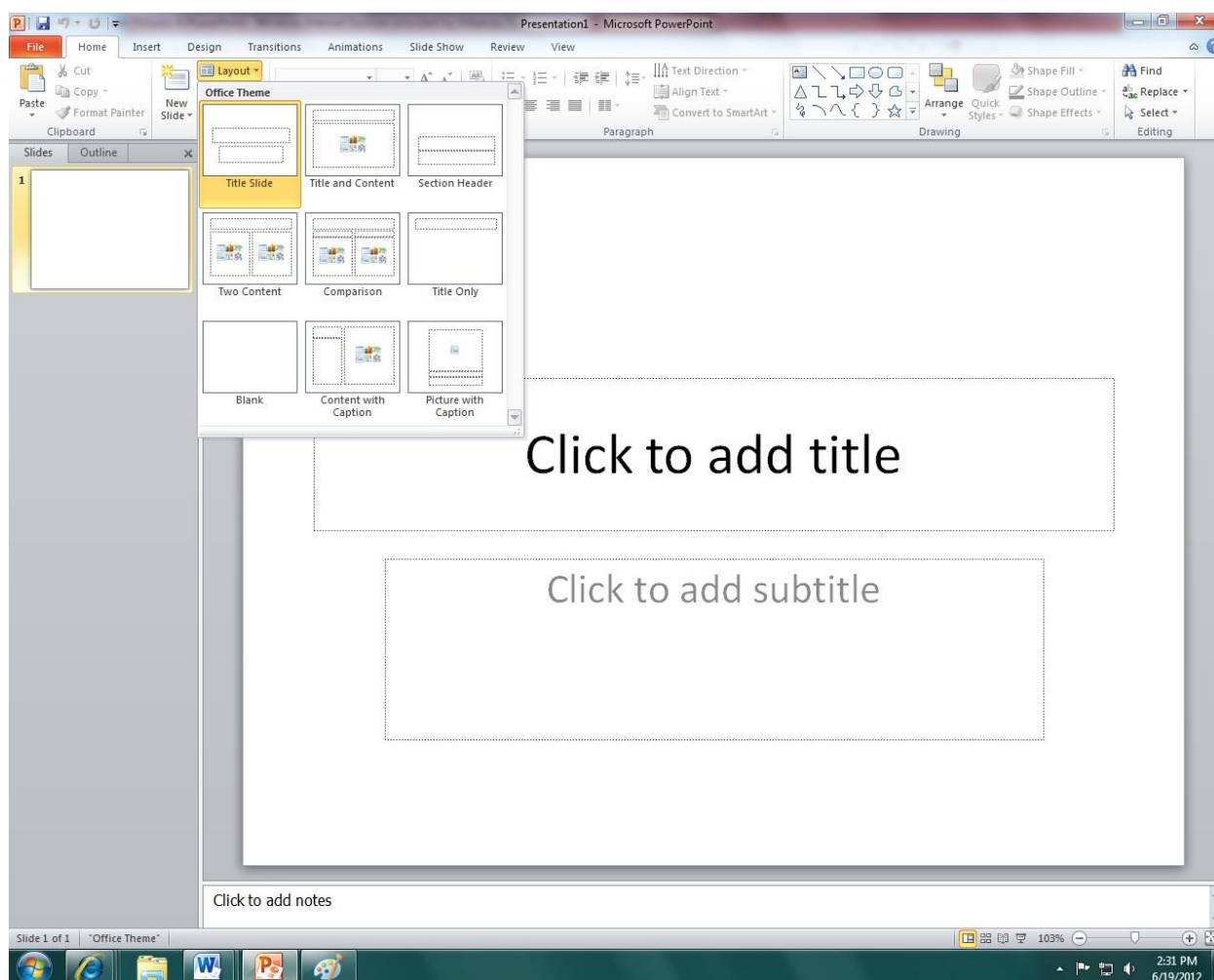
Begin by opening an existing PowerPoint presentation or starting a new presentation.

Go to a slide where you would like to insert a picture. If opening an existing presentation, be sure you are on a slide where you would like to place a picture, or on a blank or new slide. Change your view to **Normal** by going under the View menu and selecting Normal. This view should show a single slide with tool bars still visible. PowerPoint does not let you insert pictures while in other views, such as Slide Sorter.



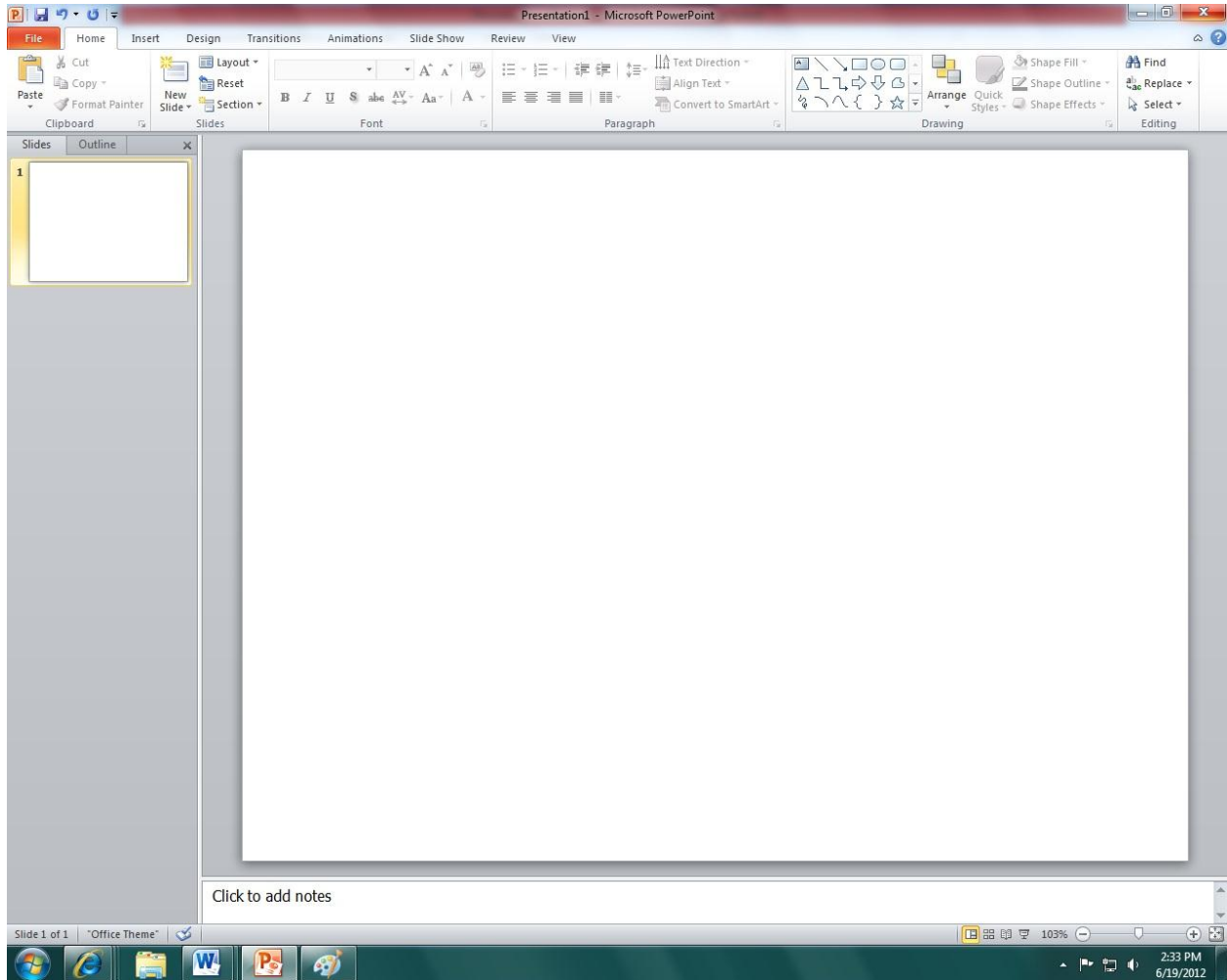
Step 3:

Typically, you will need to change the **Slide Layout** according to what you are going to insert. A good option to start with is the **Blank** or **Title Only** layouts. You can always change format if this doesn't fit properly. To change the Slide Layout, go to the Format menu and select Slide Layout. Once you choose Slide Layout, the **Task Pane** along the right side of the screen will appear or change to show layout options. See the next screen to see the Task Pane and Blank layout format.



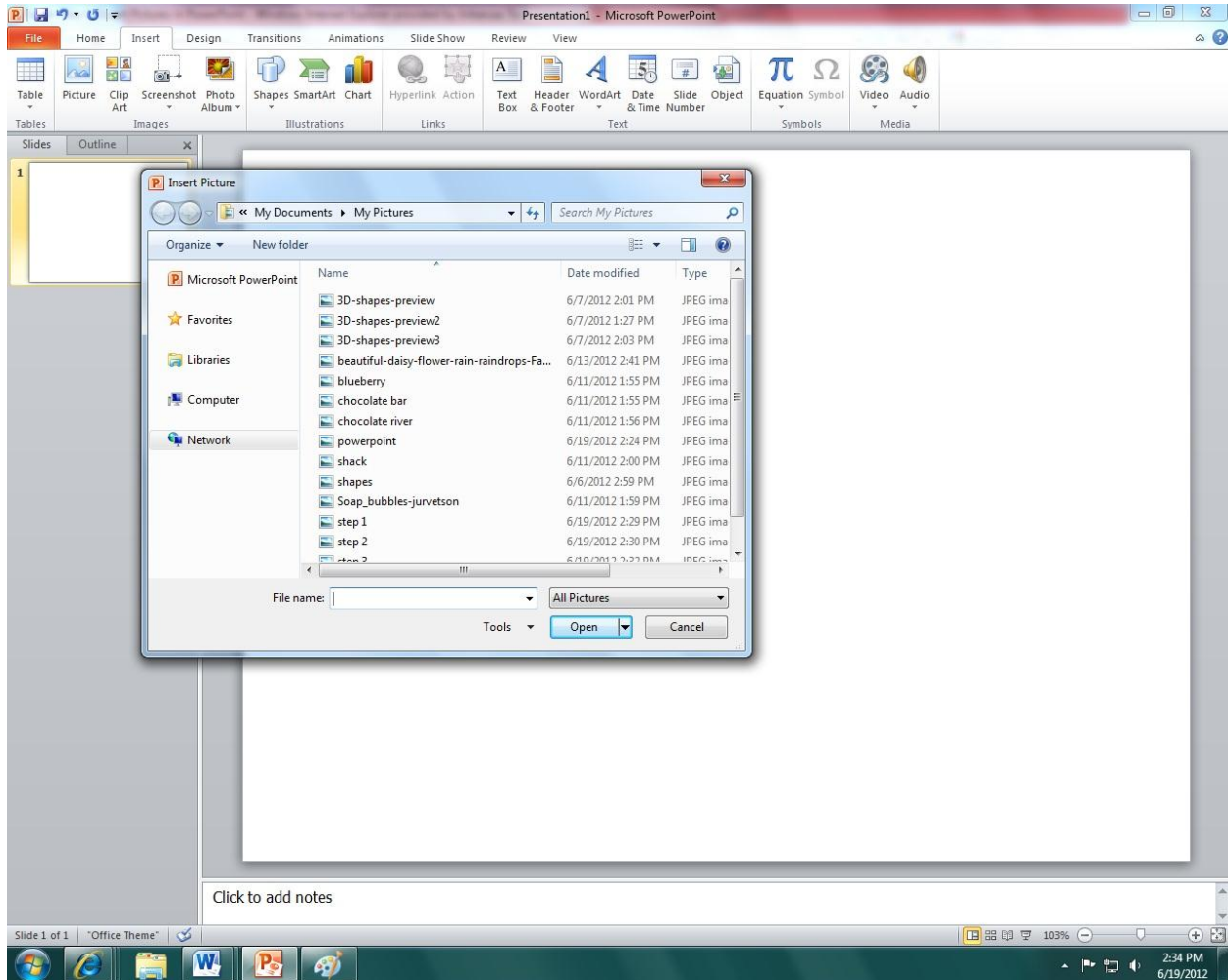
Step 4:

This is how the screen appears when the **Blank** slide format is selected. It will show a completely empty slide with no text boxes or placeholders for other items.



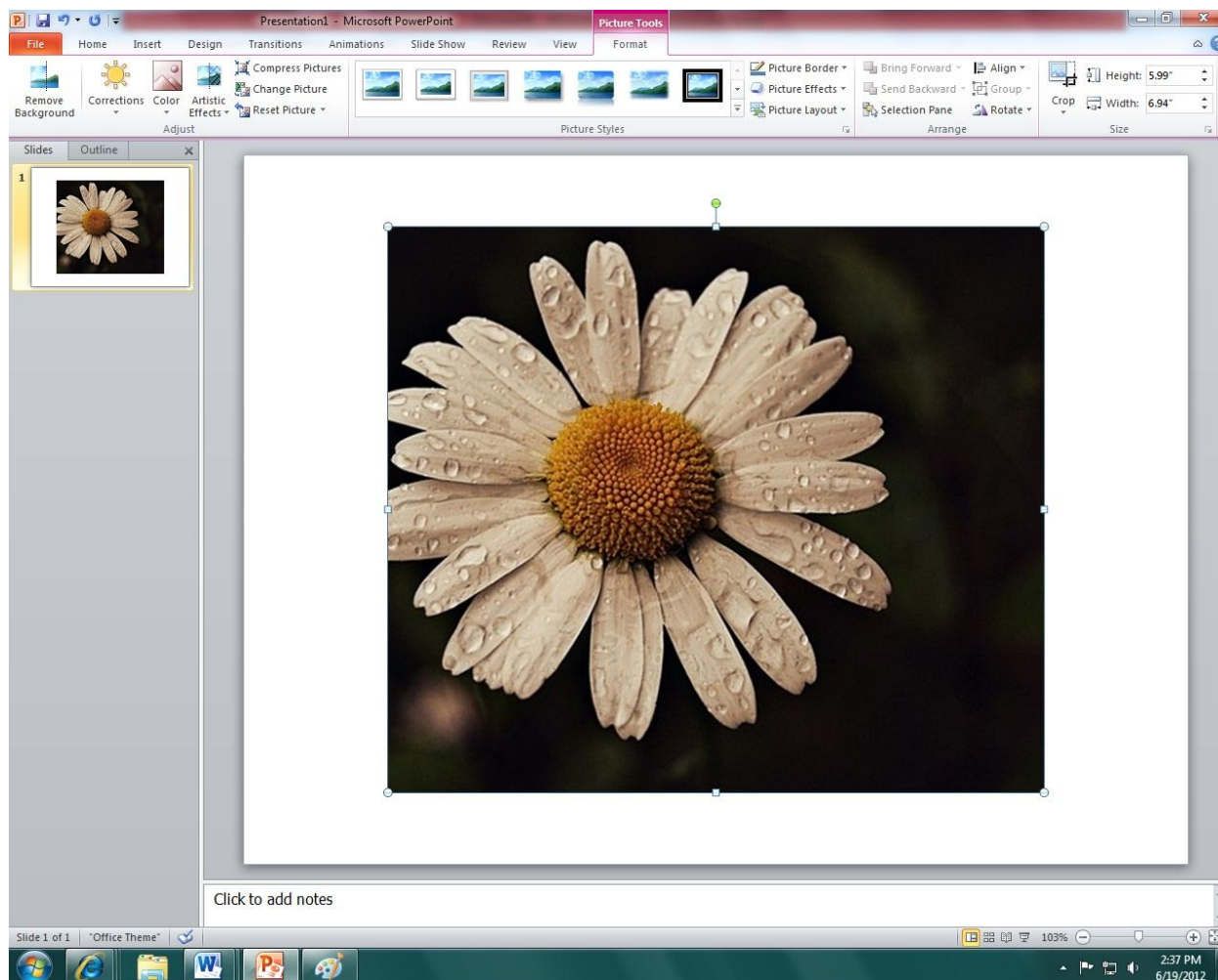
Step 5:

Now that you're in Normal view go to the Insert tab and click on **Picture**. A box will pop up where you can select what picture you want to insert. This is where you locate the picture on your computer that you would like to insert. Once you find it, select it by clicking on it and click the **Insert** button at the lower right of the box.



Step 6:

After clicking insert the box will disappear and your picture will be placed on the slide. It will have **handles** at each corner and on the sides. These are shown in the screen shot to the right and closer in the screen shot below. You use these handles to appropriately resize the picture to fit the slide.



Step 7:

It is very important to remember to resize your picture using the corner handles. If you were to only resize using the handles on the sides, the picture will distort. When you use the corners, the picture keeps proportion. This means you may not be able to expand the picture to fit the whole slide exactly. You may have a small border along the top and bottom or sides. Sometimes it can work to use the side handles to resize, and distortion may be the desired effect. It is important to know that distortion can happen when you only use the side handles.

Step 8:

Once you have resized the image to fit your slide you're finished! You can add text to fit the image or just leave the picture by itself! Get creative and good luck!

Summary:

This manual is a step by step tutorial of how to insert an image into a Power Point Presentation slide. It walks the user through the necessary steps to complete the task. Each step is very detailed and includes a picture of what the correct screen should display on their monitor.

Resources:

The resources needed to complete this task are a computer, an imaged saved as a JPEG file on the computer's hard drive and Microsoft Power Point.

Assessment:

The user will be assessed on their ability to open Power Point, follow the on screen instructions, insert a picture into a blank slide, and adjust the size of the picture on the slide.

	3	2	1
Correctly opened Microsoft PowerPoint	The student Correctly opened Microsoft PowerPoint	The student needed help opening Microsoft PowerPoint	The student could not open Microsoft PowerPoint
Correctly followed the onscreen instructions	The student Correctly followed the onscreen instructions	The student needed help following the onscreen instructions	The student could not follow the onscreen instructions
Correctly located saved picture on hard drive	The student Correctly located saved picture on hard drive	The student needed helping in locating a saved picture on the hard drive.	The student could not locate the saved picture on the hard drive
Correctly inserted picture onto blank slide	The student Correctly inserted picture onto blank slide	The student needed help inserting a picture onto a blank slide	The student could not insert the picture onto a blank slide
Correctly resized picture to fit slide	The student Correctly resized picture to fit slide	The student needed help resizing the picture to fit the slide	The student could not resize the picture to fit the slide